

9. (B) Correct. *When safety tips are unclear*
 (A) *Blocked roads* are not mentioned.
 (C) Drivers are advised to make sure their *vehicle is properly maintained*, but they are not *invited to contact an Auto and Marine agent* about this.
 (D) Drivers are advised to turn off their mobile phone, not to *contact an Auto and Marine agent when a mobile phone is not working*.
10. (C) Correct. *To explain the cause of a computer system failure* – The announcement explains that *our computer network went down yesterday*.
 (A) The announcement does not mention *improvements*.
 (B) The announcement does not apologize for incorrect information.
 (D) It does not describe how to send company e-mail.
11. (B) Correct. *The opening of an infected file* – The announcement explains that a *virus* entered the system through an email attachment.
 (A) *The installation of computer games* is not mentioned.
 (C) *Failure to install company software* is not mentioned.
 (D) *Sharing passwords* is not mentioned in the announcement.
12. (B) Correct. *Open attachments only from familiar senders*
 (A) *Keeping a record of all passwords* is not mentioned.
 (C) It says *this new virus was able to bypass security* but it does not mention *installing a better security system*.
 (D) *Purchasing new computers* is not mentioned.

C Learn by doing

A

1. c
2. a
3. d
4. b

Follow up

Possible answers

May I have your attention please? I would just like to tell everyone that the room for the sales meeting has been changed. The meeting will be held in room 401, I repeat 401. It starts at the same time of 3:15.

I'd just like to let you all know that we are collecting money for Shelley's wedding gift. If you would like to contribute, please give your donations to Sam or Helen by Friday. If you have any ideas for a suitable gift, suggestions will be very welcome.

I am sorry to remind you that Tom is leaving, and as this is his last day, we will be having a farewell party for him after work. The party will be held at the Nightshift Café. If you don't know how to get there, you can get a map from Jim.

D Further study

Student's own answers

Unit 5

Part 5: Incomplete Sentences

A Focus

1 Language building

A

1. adjective
beautiful, weird, wonderful
2. adverb
very, really, quite
3. verb (simple past tense)
wrote, spoke
4. noun
disappointment, anger, frustration
5. noun
accounting, cutting
6. adjective
boring, mediocre, convincing

B

1. (B) *colorful* is an adjective
2. (C) *considerable* is an adjective
3. (D) *wrote* is a simple past tense
4. (D) *disappointment* is a noun
5. (B) *favorable* is an adjective
6. (C) *interesting* is an adjective

2 Test tactic

1. (B) *suggest* is followed by the subjunctive, *increase*
2. (D) *place* is a verb that collocates with *an outside call*
3. (C) *by* forms a prepositional verb with *come*, meaning *to pass by, to call in*
4. (B) *payment* is a noun
5. (A) *In case of* is a conjunction which can be followed by a noun
6. (A) *disappointed* is an adjective

3 Tactic practice**A**

1. verb in the passive
thought, believed, said
2. adverb
mistakenly, wrongly
3. adjective
required, necessary
4. noun
charities, care homes

B

1. (B) *known* is a past participle form and therefore can complete the passive verb phrase
2. (D) *mistakenly* is an adverb which fits with *charged*
3. (D) *required* is an adjective
4. (D) *needy* is a collective noun

B Mini-test

1. (A) Correct. *careless*
(B) *uncaring* refers to behavior towards people, not *credit*.
(C) *carelessly* is an adverb, an adjective is needed here.
(D) *uncared* does not make a logical construction here.
2. (B) Correct. *influence*
(A) *influential* is an adjective, a verb is needed here.
(C) *influentially* is an adverb and does not make a logical construction here.
(D) *influencing* is a gerund, whereas *trying to* needs to be followed by an infinitive.
3. (C) Correct. *advised*
(A) *advice* is a noun, but a verb is needed here.
(B) *advisory* is an adjective.
(D) *advising* is present continuous, active voice. A past participle is needed here.
4. (D) Correct. *to tell*
(A) (C) are incorrect verb forms; *refuse* is followed by *to* + infinitive.
(B) *told* is the past simple.
5. (D) Correct. *manufactured*
(A) is a verb in the infinitive form, whereas a past participle to complete the passive verb clause is needed here.
(B) is the present simple.
(C) is the present continuous.
6. (A) Correct. *incident*
(B) is the wrong noun here.
(C) is an adverb and must qualify a verb.
(D) is an adjective and cannot be used before the verb *to be* without a noun.
7. (A) Correct. *represent*. *Selected* is followed by the *to* form of the infinitive.
(B) *representing* is a gerund not an infinitive.
(C) *representative* is an adjective and a noun.
(D) *representational* is an adjective; the infinitive is needed.
8. (B) Correct. *Roughly* is an adverb, which is needed here.
(A) *rough* is an adjective.
(C) *rougher* is a comparative adjective.
(D) *roughest* is a superlative adjective.

9. (B) Correct. *predictable*
 (A) *predict* is a verb, but an adjective is needed here.
 (C) *predicting* is the gerund, but an adjective is needed here.
 (D) *predictability* is a noun, but an adjective is needed here.
10. (C) Correct. *Impressive*. An adjective is needed before the noun here.
 (A) *impression* is a noun.
 (B) *impressively* is an adverb.
 (D) *impressing* is the gerund not an adjective.
11. (B) Correct. *convinced*
 (A) *convince* is a verb, but an adjective is needed here.
 (C) *conviction* is a noun, but an adjective is needed here.
 (D) *convincing* is used as an attributive adjective, whereas the adjective required expresses a feeling.
12. (A) Correct. *select*
 (B) is a gerund, and is not the correct verb form to complete the future tense.
 (C) *to select* is the infinitive and not the correct verb form.
 (D) is a noun; the verb *select* is needed.

C Vocabulary practice

A

1. (adj)
2. (adv)
3. (n)
4. (v)
5. (adv)
6. (adj)
7. (adj)
8. (v)
9. (n)
10. (v)

B

efficiently (adv)
 intently (adv)
 improve (v)
 suggest (v)
 courier (n)
 influential (adj)
 optimistic (adj)
 donations (n)
 convince (v)
 significant (adj)

C

1. influential
2. efficiently
3. donations
4. convince
5. intently
6. optimistic
7. significant
8. improve
9. courier
10. suggest

Unit 6

Part 6: Text Completion

A Focus

1 Language building

Present tense verb forms

1. play
2. are (still) sitting
3. is signing
4. works

Past tense verb forms

5. were standing
6. was working
7. dropped
8. didn't go

2 Test tactic

A

1. present *when they enter*
2. past *Before ... in 1903*
3. past *Before ... in 1903*
4. past *before receiving*
5. past *It wasn't until years later that*
6. present *still*
7. present *currently*

B

1. learn
2. worked
3. lived
4. studied
5. made
6. believe
7. is building

C

1. (C) Correct. *carefully*
(A) It would not make sense for them to move *rapidly* as the text says the trails are *icy and dangerous*.
(B) does not fit the context.
(D) *perilously* means *dangerously* and does not fit the context.
2. (C) Correct. *during*
(A) This contradicts the second sentence.
(B) *while* would need to be followed by a verbal phrase so is grammatically incorrect.
(D) This contradicts the second sentence. The reports were not distributed *until* the end of the presentation.
3. (B) Correct. The final sentence talks about the budget, so we can infer that the *price* is the main reason the deal was not signed.
(A), (C) and (D) do not fit the context as well as (B) because of the reference to *budget*.
4. (D) Correct. The conjunction *however* makes the necessary contrast with the previous sentence.
(A), (B) and (C) do not mark a contrast.

3 Tactic practice

1. (B) Correct. *received* is a simple past tense verb and describes an action in the past.
(A), (C) and (D) are incorrect tenses.
2. (A) Correct. *noted* is the past participle and is the most appropriate word in this context.
(B) *informed* would need to be followed by *you about*.
(C) *talked* would need to be followed by *to you about* but would not be appropriate because the design specifications were most likely put in writing.
(D) *spoken* would need to be followed by *about* but would not be appropriate because the design specifications were most likely put in writing.
3. (C) Correct. *will affect* is a future tense verb; by *Tuesday* in the previous sentence indicates the need for a future tense.
(A), (B) and (D) are incorrect tenses.

B Mini-test

1. (C) Correct. *informed*
(A) and (D), these verbs cannot be used in the passive form like this with *we* as the subject.
(B) *reported* could be used if the sentence was in the active voice i.e. *One of our clients has reported a possible shipping problem* or if the subject of the passive construction was *a possible shipping problem* i.e. *A possible shipping problem has been reported*.
2. (A) Correct. *failed*
(B), (C) and (D) are not the correct tense, a past simple is required.
3. (A) Correct. *delayed*
(B), (C) and (D) are not logical in the context.
4. (B) Correct. *writing*
(A), (C) and (D) do not follow the auxiliary *am*.
5. (D) Correct. *leave*
(A) The simple past tense, *left*, does not match the future tense indicated by *we are planning to*.
(B) *leaving* is incomplete without an auxiliary verb.
(C) *had left* refers to the past, so is not logical here.
6. (A) Correct. *therefore*
(B), (C) and (D) do not indicate a logical consequence.
7. (B) Correct. *arrived*
(A), (C) and (D) are not simple past tense forms required here, as indicated by the time phrase *this morning*, and the simple past tense form *opened*.
8. (A) Correct. *each*
(B), (C) and (D) do not match the use of a singular verb form *is*, and singular countable noun *table*.
9. (C) Correct. *send*
(A) the *to* infinitive does not make logical sense.
(B) and (D) are not infinitive forms which are required to follow *could*.
10. (A) Correct. *left*
(B), (C) and (D) are incorrect because a past simple tense is required.
11. (B) Correct. *were cleaning*. The past continuous tense is required to describe the background action.
(A) the auxiliary *were* is missing.
(C) and (D) are incorrect as the past continuous is required.

12. (A) Correct. *in*
(B), (C) and (D) are incorrect as the collocation is *in stock*.

C Grammar practice

1. 1 wrote 2 makes 3 are working
2. 1 put 2 open 3 pressed 4 was coming
5 delayed
3. 1 is now working 2 managed
3 has just arrived 4 will need / needs / will be
needing

Unit 7

Part 7: Reading Comprehension

A Focus

1 Test tactic

1. Type: Main idea question
Order: 3
2. Type: Inference question
Order: 3
3. Type: Specific information (positive)
Order: 1
4. Type: Specific information (positive)
Order: 1
5. Type: Specific information (negative)
Order: 4
6. Type: Vocabulary questions
Order: 2

2 Test tactic

A

1. At what time does the club open?
3. What is the price of the guitar?
5. Where did the man buy his bicycle?
6. How long should the man wait for a reply?

B

Key words

1. When is the latest that notice can be given in order to get the maximum refund?
(A) Five days before the first lesson
(B) After the first lesson but before the second
(C) Before the second class but after the first
(D) Just after the second lesson

The answer is in paragraph 2, sentence 2: *If the request is received 5 business days prior to the first class...*

Answer choice (A) is correct.

Key words

2. What must people who want a refund on a fitness program do?
(A) Give their instructor notice that they cannot attend
(B) Provide a medical reason for the request
(C) Give back their gym and pool passes
(D) Give notice prior to the mid-point of the program

The answer is in paragraph 3, sentence 2: *Refunds for sports and fitness programs will NOT be processed until ALL gym and pool passes have been returned.*

Answer choice (C) is correct.

3 Tactic practice

1. (A) *Alberto Romero*
The letter begins with the salutation *Dear Mr. Romero*, therefore he is the person the letter is intended for.
2. (D) *Sales*
The first line of the letter includes the information: *your application to join our International sales team*.
3. (C) *In Eastern Europe*
The letter includes a reference to *position of Eastern European sales representative*.

B Mini-test

1. (B) Correct. *A major corporation* – The first line of the advertisement specifies *Personal and small Business*, and a major corporation is not a small business.
(A) *Invitations and wedding* are mentioned in the advertisement.
(C) *Local real estate agent* implies a small business.
(D) *A restaurant* also implies a small business and the company prints menus.